

ADVANCED CLASS WAIVER REQUEST

A. STUDENT INFORMATION

STUDENT'S NAME

COURSE REQUESTED

CLCVN

REQUESTING UNIT

TRAINING REQUESTED:

☐ "C" SCHOOL

☐ "F" COURSE

B. UNIT SCREENING - TO BE COMPLETED BY THE REQUESTING UNIT TRAINING OFFICER (S7)

1. The class meets minimum class size.

☐ YES

☐ NO

2. Student is career motivated and meets the requirement of having at least two years on board the parent Command after completion of assigned "C" School.

☐ YES

☐ NO

3. Student has an overall evaluation mark of **"Must Promote"** and not less than a **4.0** rating in knowledge, performance, and military bearing.

☐ YES

☐ NO

4. Student has completed all rating requirements for advancement to E5 (for "C" School only).

☐ YES

☐ NO

5. Student understands acceptance of this waiver is not to be considered a grant, and qualified E5 and E6 personnel have priority for seat assignment.

☐ YES

☐ NO

6. Student has obtained permission through a special request chit approved by the requesting unit's Executive Officer and a copy attached to this completed request form.

☐ YES

☐ NO

REMARKS:

TRAINING OFFICER SIGNATURE

DATE

PRINT NAME (LAST, FIRST, M.I.)

RANK/RATE

C. COMPANY PHASE HEAD INTERVIEW/ENDORSEMENT - TO BE COMPLETED BY THE COMPANY PHASE HEAD

1. Set up interview with the Company Phase Head

PHASE HEAD'S NAME (LAST, FIRST, M.I.)

RATE

WORK PHONE NUMBER

DATE/TIME

LOCATION

REMARKS:

2. Service member will bring the following during the Company Phase Head interview:

- a. Service Record
- b. Division Officer's Record
- c. Profile Sheets (if member did not get advanced)
- d. Approved Special Request Chit

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3. The following questions will be asked by the Company Phase Head during records review:

- a. How long have you been in the Navy?
- b. How long have you been in the battalion?
- c. How far along are you with your Seabee Combat Warfare (SCW) qualifications?
- d. Have you done the SCW correspondence?
- e. Have you taken the advancement exam for the next pay grade?
- f. Where have you been deployed?
- g. What type of jobs were you assigned?
- h. Who did you work for on your last deployment?
- i. How many people did you supervise?
- j. Have you had Non-Judicial Punishment within the past two years or run-ins with the law?
- k. How many personal awards do you have? (Include medals, Letters of Appreciation/Commendation, and Meritorious Mast)
- l. How far did you miss advancement? What sections did you do poorly?
- m. Do you have past experience in the school you are requesting (i.e. crewmember, prior military service)?
- n. Do you currently meet the requirements in OPNAVINST 6110.1H, Physical Readiness Program?

RECOMMENDATION

☐

RECOMMENDED

☐

NOT RECOMMENDED

REMARKS (MANDATORY IF NOT RECOMMENDED):

STUDENT SIGNATURE

DATE

PRINT NAME (LAST, FIRST, M.I.)

RATE

PHASE HEAD SIGNATURE

DATE

PRINT NAME (LAST, FIRST, M.I.)

RATE

D. APPROVAL - TO BE COMPLETED BY THE COMMAND TRAINING CHIEF (N7C)

☐

APPROVED

☐

DISAPPROVED

REMARKS (MANDATORY IF DISAPPROVED):

OPERATIONS CHIEF SIGNATURE

DATE

PRINT NAME (LAST, FIRST, M.I.)

RATE